

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

POLITICAL SPECIALIST

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

**PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.**

Unsuitable applications will not be acknowledged.

BASIC FUNCTION OF POSITION

This position provides political research, advice, and related services to the Political Section. It performs analytical reporting of broad scope and complexity to support the advancement of the objective of the Embassy.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** Completion of a bachelor's degree in Political Science, International Relations, Economics, History, International Law or other closely related field is required.
- 2 **WORK EXPERIENCE:** A minimum of five (5) years of progressively responsible experience in social science, research and reporting or significant study demonstrating a high level of accomplishment and potential required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Must possess strong interpersonal skills and show initiative to articulate objectives which support good relations with key officials. Good working knowledge of Trinidad and Tobago's political structures, political parties and nuances, with a good general knowledge of economic and social elements that affect political developments are required.
- 5 Proficiency in the use of the Microsoft Suite mainly Word, Excel, PowerPoint, and Outlook and possession of a valid driver's license for light motor vehicle are required.
- 6 Must be knowledgeable with correspondence and reporting to regularly prepare factual reports in precise and accurate form required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information.
Failure to include the following information will result in an incomplete application:

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Current Address, Day, Evening, and Cell phone numbers
5. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
6. U.S. Social Security Number and/or Identification Number
7. Eligibility to work in the Country (Yes or No)
8. Special Accommodations the Mission needs to provide
9. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
10. Days available to work
11. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
12. U.S. Eligible Family Member and Veterans Hiring Preference
13. Education
14. License, Skills, Training, Membership, & Recognition
15. Language Skills
16. Work Experience
17. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business August 8, 2013 to:

(Political Specialist)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.